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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 6 August 1953

FROM : Acting Chief, Administrative Staff, Logistics Office

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

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b. Budget - Fiscal Year 1955 (continued item)

Work is continuing on the preparation of the detailed FY-55 budget estimate for submission to the Comptroller on or before 15 August.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

It is expected that necessary coordination and approval of the training program within the Logistics Office and in the DD/P areas can be accomplished within the next week. "Dry runs" of the program are also scheduled to begin next week.

b. Human Resources Training Program (continued item)

The second group to receive this training completed their program this week. A third group is scheduled to begin training on August 17.

3. OTHER ITEMS OF INTERESTa. Personnel Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of the Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	5	2
GS-6 and below	<u>5</u>	<u>0</u>
Total	10	2
<u>Coordination and Requirements Staff</u>		
GS-7 and above	6	4
GS-6 and below	<u>4</u>	<u>2</u>
Total	10	6
<u>Procurement Division</u>		
GS-7 and above	4	8
GS-6 and below	<u>4</u>	<u>1</u>
Total	8	9
<u>Real Estate &amp; Constr. Division</u>		
GS-7 and above	4	12
GS-6 and below	<u>1</u>	<u>1</u>
	5	3
<u>Supply Division</u>		
GS-7 and above	11	10
GS-6 and below	<u>20</u>	<u>6</u>
	31	16
Wage Board	<u>29</u>	<u>20</u>
Total	60	36
<u>Transportation Division</u>		
GS-7 and above	5	1
GS-6 and below	<u>11</u>	<u>2</u>
	16	3
Wage Board	<u>3</u>	<u>3</u>
Total	19	6

b. Basic Intelligence Course (SUP) (continued item)

The Logistics Training Officer and his predecessor met with representatives of the Office of Training to discuss evaluation of the Logistics presentation in the last Administrative Support Course and ways of improving future presentations.

c. Mail Distribution (continued item)

No change.

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- d d. Eleventh Agency Orientations Course (new item)

29 Logistics Office Personnel attended the 11th Agency Orientations Course August 4 through 7.

5. MAJOR OBJECTIVES

- a. Career Service Program (continued item)

No change.

- b. Logistics Office Training Program (continued item)

No change.

- c. Identification of Logistics Positions (continued item)

No change.



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